

Are goods ordered in time, and service level agreements in place, so that important public services can be delivered without interruption?

e.g. will my hospital's equipment continue functioning and be ready for use?

e.g. will we have enough water and sewage infrastructure for the population growth?

e.g. Is there sufficient investment in renewable energy infrastructure for sustainable energy supply?

Check the appropriate box next to each question and actions as you decide which questions and actions are relevant to your investigation, and mark when they are completed.

Relevant		Completed		Note your findings from the actions you took in the spaces below. What was successful. What was unsuccessful. Why?
Yes	No			
			Which entities (parts of government like departments, municipalities, agencies, or even NGOs paid by government) are responsible for this service?	
			Identify the sphere of government responsible for the relevant function of government Schedule 4 and 5 of the constitution of South Africa lays out which parts of government have the authority and responsibility to manage specific functional areas, from liquor licenses to health services. See also the references to other sections of the constitution in these schedules. Resource: Constitution https://www.justice.gov.za/constitution/sch.html	
			Identify departments that fall under the relevant function of government The consolidated budget by function on vulekamali summarises the allocation to different functions of government in the current national and provincial budget. By selecting the function to see more detail, you can see the range of national and provincial departments budgeting for work under that function. Resource: Consolidated budget summary https://vulekamali.gov.za/budget-summary	
			Identify departments with relevant mandates The department budget documents (Estimates of National Expenditure, Estimates of Provincial Revenue and Expenditure) outline the mandate of the department in the introduction of its budget vote chapter. Along with the mandate is references to legislation under which the mandate is used. These budget documents can be found by visiting the department pages on Vulekamali. Relevant department pages can also be found by searching for keywords related to a given service on vulekamali. You can then read more by accessing the department budget PDF from the department's page. Resource: ENEs and EPREs https://vulekamali.gov.za/latest/departments	
			Identify any agencies of departments, or any NGOs delivering this service See the department budget documents (ENE, EPRE) for mention of agencies and NGOs receiving money from the department to assist in providing services. Resource: ENE and EPRE PDFs via department pages https://vulekamali.gov.za/latest/departments	
			Add any additional actions you took and resources you used to answer this question in the spaces below:	

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Relevant		Completed		Note your findings from the actions you took in the spaces below. What was successful. What was unsuccessful. Why?
Yes	No			
			Which activities are carried out by these entities?	
			<p>Identify any programmes and sub programmes covering this service The department budget documents (Estimates of National Expenditure, Estimates of Provincial Revenue and Expenditure) include descriptions of the programmes and sub programmes of the department. These are the planned activities for the department for the coming financial years. They also include a review of the activities of the previous financial year. Resource: ENEs and EPREs https://vulekamali.gov.za/latest/departments</p>	
			<p>Identify relevant quarterly performance reporting (QPR) indicators and targets for national or provincial departments National and provincial departments publish quarterly reporting targets annually. These can offer additional indications of the activities the department should be carrying out during the financial year. Results are published quarterly for quarterly indicators, and audited results are published annually for quarterly and annual indicators. Resources: - QPRs in the departments Annual Performance Plan, accessible via the department website. - QPRs are summarised in the ENE or EPRE as appropriate https://vulekamali.gov.za/latest/departments - QPRs results are published in department's Annual Report, accessible via the department website - QPRs can be downloaded via the eQPRS website https://eqprs.dpme.gov.za/ , register for public access by selecting Institution: Planning, Monitoring and Evaluation and Role: Public user</p>	
			<p>Identify any relevant activities in municipal Service Delivery and Budget Implementation Plans (SDBIP) Municipalities' SD IPs list the objectives and strategies to meet them, as well as budget allocations to these activities. Resource: SDBIP for each municipality each year at https://lg.treasury.gov.za/ibi_apps/portal/Municipal_Documentation or municipality's website</p>	
			Add any additional actions you took and resources you used to answer this question in the spaces below:	

Check the appropriate box next to each question and actions as you decide which questions and actions are relevant to your investigation, and mark when they are completed.

Relevant		Completed		Note your findings from the actions you took in the spaces below. What was successful. What was unsuccessful. Why?
Yes	No			
			What goods and services are needed to provide this public service?	
			<p>Look for relevant historical procurement Review historical procurement data (under awarded tenders) to see what goods and services a department procured in the past. Make sure to align your findings with their currently-planned activities. Resource: - Currently advertised, Awarded, and Closed tenders at the eTender portal https://www.etenders.gov.za/ - Bulk tender data downloads at the OCPO Transparency Portal https://data.etenders.gov.za/</p>	
			<p>Identify planned and past spending in the Economic Classification of national and provincial departments budgets and spending The budget and spending data for national and provincial departments is summarised by programme, function, and economic classification. The economic classification can shed light on the kinds of goods and services involved in the implementation of a given programme or sub-programme. Resource: - Interactive summaries and bulk datasets on department pages https://vulekamali.gov.za/latest/departments - Tables in ENE and EPRE PDFs accessible via department pages https://vulekamali.gov.za/latest/departments</p>	
			Add any additional actions you took and resources you used to answer this question in the spaces below:	

Check the appropriate box next to each question and actions as you decide which questions and actions are relevant to your investigation, and mark when they are completed.

Relevant		Completed		Note your findings from the actions you took in the spaces below. What was successful. What was unsuccessful. Why?
Yes	No			
			<p>Who needed to be sufficiently qualified to determine whether the goods or services procured were fit for purpose? At which point in the procurement process was this capability required? How was it satisfied? Are you sufficiently qualified to determine this?</p>	
			<p>Identify the technical requirements The technical requirements should be specified in the tender specification documents. A template is normally provided for bidders to complete to indicate how they meet the requirements. Resources: - Tender specification documents via eTender Portal</p>	
			<p>Determine whether the bid evaluation committee was able to properly determine technical qualification of bids? Were the technical requirements specified clearly? Was the committee qualified to determine whether bids meet these criteria? Access the Bid Evaluation Committee meeting minutes to see who was part of the committee, and see if their qualifications and decisions raise questions about their competence to make these decisions. Resources: - PAIA for Bid Evaluation Committee minutes. See the <i>Guide to sourcing data from government</i></p>	
			<p>Assess whether you are qualified to assess decisions of qualification for the relevant bids Are any technical skills or qualifications needed to make sense of tender requirements and bid evaluation? For some technical requirements, you may need to get the assistance of technical experts to make sure you are interpreting requirements and submissions correctly.</p>	
			Add any additional actions you took and resources you used to answer this question in the spaces below:	